

NAVY PUBLIC WORKS CENTER
DETACHMENT PHILADELPHIA
STANDARD OPERATING PROCEDURE

Project Safety Plan

PROCEDURE NUMBER 500.43

DISCLAIMER: These Standard Operating Procedures (SOP) are for the exclusive use of NAVY PUBLIC WORKS CENTER (PWC) NORFOLK DETACHMENT PHILADELPHIA. They are promulgated as guidance for other NAVFAC COMMANDS. If intended to be used by other Activities, they must be tailored to each Activities particular requirement and must be reviewed/approved by the activities Safety Professionals prior to use.

Prepared By: Frank Musero 08/19/02

Approved By:

C/030: _____
(Date)

*Safety
Professional:* _____
(Date)

Director: _____
(Date)

Officer in Charge: _____
(Date)

**Standard Operating Procedure
Development of PWC Detachment Philadelphia
Organizational Safety Plan
Procedure Number 500.43**

Purpose: This procedure shall be followed for developing and issuing Job Safety Plans

Background: This procedure is intended to assure consistency in organizing, formatting, coding and issuing of Job Safety Plans.

References: 29 CFR 1910
29 CFR 1926
OPNAVINST 5100. 23F
PWCNORVA INSTRUCTION 5100. 33E
Enclosure 2 (Sample Project Safety Plan)

General: Safety plans shall be developed for all PWC Construction, Repair and Environmental Jobs.

Procedure:

1. Customer Service Representative (CSR) receives TF 1(work order) from customer for input into Maximo.
2. Production Controller receives TF 1 and routes to planning department.
3. Planning department will have a pre-planning walk through with Maintenance Supervisor, Environmental Tech/Supervisor and Safety Department.
4. The planning department will write Project Safety Plan and check the appropriate type of work on plan after the initial walk-through (See Enclosure 1). The plan will be sent electronically to the 2nd Line Maintenance Supervisor, PWC Environmental and PWC Safety Departments who will then review estimated work package and Project Safety Plan.
5. After reviewing the work package any additions or deletions concerning safety procedures or environmental concerns will be changed at this time (using red font), by the safety department and the environmental tech and sent back to the planning department.
6. Second Line Maintenance Supervisor, PWC Environmental and PWC Safety will sign work package with the attached Project Safety Plan. A hard copy with all signatures will be returned to PWC Safety Department.

Environmental Work:

1. Work that is specifically for the PWC Environmental Department will be written by the environmental tech and forwarded to the PWC Safety Department electronically and second line maintenance supervisor for approval.
2. A hard copy will be forwarded back to the safety department with all signatures.

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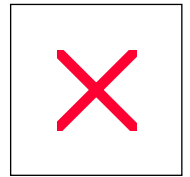
3. The Environmental tech will write the safety plan, when Environmental work is combined with another department or code. The safety plan will then be forwarded to the lead planner for distribution to the PWC Safety Department and second line maintenance supervisor for signature.
4. Environmental will use the procedure below (**Contractors**) when hiring a contractor for services.

Contractors:

1. The planning department will request a safety plan from any contractor hired by PWC by informing Code 800 Supply Department on the purchase request.
2. Contractors will provide a Project Safety Plan prior to the start of any project. A copy of the Safety Plan will be forwarded to PWC Safety Department and PWC Planning Division by Code 800. Quality Assurance of the contractor is the responsibility of the 2nd line maintenance supervisor requesting the service.

Off Site Work:

1. Within 2 workdays of receiving the Safety Plan, the PWC Safety Manager will review and provide the Safety Plan to the host command's Safety Manager for approvals prior the start of the project



(Enclosure 1, Template)

PROJECT SAFETY PLAN

- ☐ **Construction Plan**
- ☐ **Environmental Plan**
- ☐ **Repair Plan**

I. Project Name and Number:

II. Project Location:

III. Project Scope:

IV. Contractors:

V. Type of Inherent Risks (electrical, water, steam, welding, etc.):

VI. Type of Associated Risks (environmental/health conditions, etc.):

VII. Special Training Requirements

VIII. Special License Required:

IX. Engineering Controls (guard rails, Motion Stopping Systems (MSS), welding curtains, etc.)

X. Special Safety Equipment Required:

XI. Personal Protective Equipment Required:

XI. Safety Standards/Standard Operating Procedures (Trades) Restrictions pertaining to Project Scope:

XII. Emergency Phone Numbers:

Safety and Occupational Health Specialist (Safety Department)

Approved By: _____

Environmental Department:

Approved By: _____

2nd Line Supervisor /Officer:

Approved By: _____

(Enclosure 2) (Sample Plan)

PROJECT SAFETY PLAN

- ☐ Construction Plan
- ☐ Environmental Plan
- ☐ Repair Plan

I. **Project Name and Number:** Renovation JO#

II. **Project Location:** Building A, Fourth Floor, Lafayette River Branch Clinic.

III. **Project Scope:** PWC to provide labor and materials to do renovations including structural, electrical, plumbing, painting and installation of HVAC system. **Asbestos and lead have been identified in numerous areas. (See attached surveys).** Code 900 will complete all asbestos removal before beginning any other task in this job plan. All pipe insulation has been identified positive for AB. A copy of this safety plan and all environmental surveys will be kept in the job folder and on the job site. Supervisor will do job specific training for all employees assigned to this job package and make sure employees understand surveys and locations of environmental hazards. Qualified riggers are required for moving heavy equipment in galley.

Notes:

1. A Regulated Area shall be established around the perimeter of the asbestos and lead work areas. No unauthorized personnel will be allowed within this regulated area without proper authorization and also meeting the requirements of NEHC-TM91-5, Medical Surveillance Procedures Manual.

2. Hot work permits must be obtained from the Naval Base Fire Marshal.

3. Notify fire department and activity of outages to fire alarms.

IV. **Contractors:** Discharge, remove and dispose of PKP Fire System.

V. **Type of Inherent Risks (electrical, water, steam, welding, etc.):**

Electrical
Water
Steam
Labor
Lifting
Nuisance Dust

VI. **Type of Associated Risks (environmental/health conditions, etc.):**

Lead
Asbestos
Back Sprain/Strain

Ventilation
Cuts/Bruises

VII. Special Training Requirements Prior to project start, all personnel assigned to this work will be trained on the hazards associated with the demolition and construction phases of this project. The training sheet will be forwarded to the PWC Safety Department. All employees will have had asbestos and lead awareness training. Employees will be trained in proper lifting and pulling techniques. Lead qualified employees are required for accomplishing work in areas containing LBP.

Prior to systems demolition or installation, valve/piping systems and electrical circuits will be **LOCKED OUT/TAGGED OUT**. A list of qualified personnel that will perform the Lockout/Tagout on this project will be submitted to the Custom Builders Safety Representative along with the number of the Lock/Device obtained from the Tool Room and the name of the Supervisor of the employee that will perform the Lockout/Tagout. All instructions as per Code 500 Standard Operating Procedure for Lockout/Tagout will be followed. The attached form will be filled out and submitted to Code O9A.10 prior to work commencing.

Hazardous Materials utilized will be listed on the PWC Authorized Use List as well as on the Workcenter's Authorized Use List. Hazardous materials will not be moved from one work site to another unless the material is authorized on the project and is specified in the specific project inventory as well as on the Authorized Use List.

Material Safety Data Sheets (MSDS) are required for any materials being used on this project to be placed at the project site in the Project Folder as per 29 CFR 1926.59.

Electricians and HVAC mechanics will have a current CPR training certification.

LEAD: Where Navy personnel who work in areas where the potential exists for lead exposure, at or above the action level, shall receive:

- a. Initial Training prior to (or) at a time of assignment and at least annually thereafter.
- b. The specific nature of the operations where lead is possible.
- c. The purpose, proper selection, fit testing, use and limitations of respirators.
- d. The adverse health effects of lead with particular attention to the reproductive effects upon both males and females.
- e. The purpose and description of the Medical Surveillance Program, including the use of chelating agents.

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f. The engineering controls and work practices to be applied and used in the employee's job, including personal protective equipment and personal hygiene measures.

g. All affected employees will receive a copy of 29 CFR 1910.1025 "LEAD STANDARD".

**h. NO SMOKING, EATING OR DRINKING WHILE WORKING
WITH LEAD CONTAMINATED MATERIALS.**

VIII. Special License Required: Respirator Certification (lead, asbestos workers).
Laser Light. Powder Actuated Devices.

IX. Engineering Controls (guard rails, Motion Stopping Systems (MSS), welding curtains, etc.) All overhead work areas will have boundaries installed at lower work level to prevent unauthorized entry into overhead work areas.

All employees working 6' above the floor surface will be provided with a full body harness and motion stopping system and be tied off to a fixed portion of the structure not being worked on.

No personnel will be allowed to enter the construction area without proper hard hat head protection.

Personnel barriers will be installed at entries to work areas to prevent unauthorized entry.

Emergency Eyewash will be provided at work site.

Scaffolding will be complete w/top rail, mid rail, toe boards and all cross bracing.

Job site will be cleaned up daily, material stored properly, work area secured to prevent unauthorized entry, trip and fire hazards.

X. Special Safety Equipment Required: HEPA Vacuum. Lockout/Tagout Devices

XI. Personal Protective Equipment Required:

Hard hats, safety toe shoes, hearing protection, and safety glasses/goggles are mandatory.

One-piece disposable coverall made of "Tyvek" or equivalent, 1/2 face negative pressure air purifying HEPA filtered respirator will be used (lead workers, asbestos workers).

Durable gloves will be worn while handling materials.

**XII. Safety Standards/Standard Operating Procedures (Trades)\Restrictions
pertaining to Project Scope:**

OPNAVINST 5100.23D
PWCNORVAINST 5100.33E
NATIONAL ELECTRIC CODE
EMI 385-1-1
29 CFR 1910.1001
29 CFR 1910.1025
29 CFR 1926
Code 500 SOP for Lockout/Tagout of Systems

Safety and Occupational Health Specialist (Safety Department)

Approved By:_____

Environmental Department:

Approved By:_____

2nd Line Supervisor /Officer:

Approved By: _____

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